

## **Frequently Asked Questions about the Job Application Process**

### **How do I set up a profile?**

Visit [www.jobsatrush.com](http://www.jobsatrush.com) and select the "I am a new candidate" button. You then create a user ID and password and begin creating your profile. You can set up job alerts through your profile to be notified of jobs that are of interest to you as they are posted on our career site.

### **How do I apply?**

To apply, complete an online application for a specific open position posted at [www.jobsatrush.com](http://www.jobsatrush.com). The application process is simple. After identifying the position you want to apply to on our career website:

1. Begin the application process by first creating a user ID and password to set up your profile
2. Complete the online application and attached any required documentation (such as a resume) for that specific job opening
3. After the submission of your application, complete the online staff assessment survey if prompted

We do encourage you to carefully review the job responsibilities and requirements of an open position prior to submitting your application, and apply to only those positions for which you are qualified.

### **How often are jobs posted?**

The available positions on our website are posted and updated continuously. If you have not already done so, you can set up job alerts through your profile to be notified of jobs that are of interest to you as they are posted on our career website.

### **What types of files can I upload to attach to my application?**

Files with the following extensions may be uploaded as an attachment to your application:

- .doc
- .pdf
- .txt

### **Is one application sufficient for all job openings?**

You will need to submit a separate online application for each position that you wish to be considered for. Applications are only accepted for posted positions visible on our career website. Paper applications are not accepted.

### **How do I verify that you received my application?**

Qualified applicants will receive a system-generated confirmation email upon submission of the application. Please follow instructions in the email regarding completion of the staff-level assessment survey, if applicable.

### **How can I check the status of my application(s)?**

You can log back into your profile through our career website ([www.jobsatrush.com](http://www.jobsatrush.com)) with the user name and password you used to create your profile. You can then view the status of your submitted application(s). Due to the high volume of applicants that Rush University Medical Center receives, only those most qualified will be contacted directly by a HR Recruiter.

Please note that if you are invited in for an interview, we will request that you present originals of all required licenses, certifications, registrations, along with any academic degree/diploma (or official transcripts) required for the position you are interviewing for. We recommend gathering this information before you begin the interview process, should you be selected.

### **What if the job posting is no longer visible on the career website?**

If the posting has been removed, the job has been filled or we have received a sufficient number of applications.

### **What is the assessment survey about?**

It is used to gather additional information. The survey has no "right" or "wrong" answers. It is just one piece of information used in the selection process.

**Will my application be considered if I do not complete the assessment survey?**

All qualified applicants are required to take the assessment survey as part of the application process for staff-level positions. Qualified candidates who have not completed the assessment will not be considered.

**If I apply for multiple positions, will I have to retake the online assessment survey each time?**

No, you will be prompted to take the assessment once. Results are valid for a period of 12 months.

**How long does the assessment survey take?**

It takes an average of 15 - 20 minutes to complete. The assessment is not timed; however, please allow sufficient time to complete the assessment once you begin.

**I started but did not finish the assessment survey. How can I go back to complete the assessment?**

Upon submission of your online application, an email confirmation was sent to the email address used to create your online profile/application. In that email is the link to the assessment survey. If you exit the survey before successful completion, your progress will not be saved and you will be prompted to start over when you click on the link. Please give yourself uninterrupted time to complete the survey once you begin.

**I am having a problem using the "Back" button to get to the prior page.**

Please do not use your browser's "Back", "Forward," or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Always use the navigational buttons within the site.

**What are the system requirements to complete the application?**

Supported Browsers:

- Windows XP or later
- Internet Explorer 7.0 or later
- Apple Safari
- Mozilla Firefox
- Chrome
- Opera

Other system requirements:

- JavaScript enabled
- Cookies enabled